

DEPARTMENT OF THE ARMY
Pacific Ocean Division, Corps of Engineers
Fort Shafter, Hawaii 96858-5440

PODR 570-1-1

CEPOD-RM-B

Regulation
No. 570-1-1

1 May 1991

Personnel Utilization
MANPOWER CONTROL

1. PURPOSE. To outline policies, procedures and responsibilities for management of all military and civilian authorizations.
2. APPLICABILITY. This regulation applies to all elements of the Pacific Ocean Division.
3. REFERENCES.
 - a. AR 570-4, Manpower Management.
 - b. DA PAM 570-4, Manpower Procedures Handbook.
4. GENERAL. Managers at staff and field levels will:
 - a. Resist pressures to establish positions where work programs or job requirements do not provide a completely justified and economically sound basis for doing so.
 - b. Review each vacant position to determine whether the duties of the position can be reassigned, whether the position can be abolished without seriously affecting the execution of essential functions, or whether a delay in filling of the position is feasible.
 - c. Assure that all positions are established in a manner which forms the most effective and economical organization and position structure for efficient accomplishment of the assigned functions and missions, and for optimum utilization of manpower resources. The number of managerial and supervisory positions will be maintained at the minimum level.
5. RESPONSIBILITIES.
 - a. District Commanders.
 - (1) Establish procedures to insure compliance with the requirements outlined in this regulation and in referenced directives.
 - (2) Review for approval/disapproval within bulk manpower authorizations and limitations for direct and indirect hires, all requests to establish new positions or fill vacant positions. Item 5, Part A, of SF 52 (Request for Personnel Action) will be signed by the initiating official and Item 6, Part A, by the directorate/staff chief concerned.
 - (3) Obtain prior approval of the Division Commander, if position action requires increase in bulk space authorization or limitation.

This regulation supersedes PODR 570-1-1, 1 Apr 89.

(4) Furnish updated Manpower Authorization and Strength Report (POD Form 96), to reach CEPOD-RM-B by the third working day of each month.

b. Servicing Civilian Personnel Offices, Hawaii, Japan, Korea, and Okinawa.

(1) Provide an information copy of Civilian Personnel Employment Report RCS CSGPA-969 (DA Form 3250), and Foreign Nationals Direct and Indirect Hire RCS 1032-OPM-MO, to reach CEPOD-EP by the third working day of each month. Furnish information copy to the respective District Commander or Area Engineer.

(2) Attach SF 50 (Notification of Personnel Action) or approved USFJ Form 11 (Foreign Nationals Indirect Hire) to above report for each gain and loss, and conversion from temporary position to permanent position. If report is transmitted by message, identify gains and losses by names.

(3) Furnish CEPOD-RM-B on regular basis, latest changes to:

(a) Salary and Wage Tables for all categories of civilian personnel.

(b) Employment and Fringe Benefits for Local National Employees.

c. HQ Pacific Ocean Division (HQ POD) and Resident Offices in Hawaii, Kwajalein and Udorn.

(1) Supervisory/Managerial Personnel (HQ POD/HED)

(a) Submit an original plus 3 copies of an SF 52 (Request for Personnel Action), whenever it is necessary to establish a new position, or to fill a vacant position. Item 5, Part A, of SF 52 will be signed by the initiating official, and Item 6, Part A by the directorate/staff chief concerned. Submit all forms through CEPOD-RM-B, CEPOD-EO, CEPOD-EP to Civilian Personnel Office, Hawaii. If the action involves establishment of a new position or revision of an existing position, attach a draft outline of the job duties.

(b) Initiate SF 52 for appropriate personnel and position actions, when it becomes known that an employee is exercising reemployment rights or transferring to another agency.

(c) Ensure all referral lists are processed through the Equal Employment Manager before and after selections are made.

(2) Directorate of Resource Management, Budget and Manpower Division.

(a) Review the proposed action and make recommendations on validity of the need for additional positions, the assignment of additional duties, and the continuance of positions.

(b) Furnish supervisory staff advice and assistance about effective manpower usage to meet workload changes.

(c) Ensure position is authorized and budgeted for; also, Army Management Structure (AMS) code and manpower function codes and type position information are entered correctly.

2 May 91

PODR 570-1-1

(3) Directorate of Resource Management, Management Analysis Division. Furnish advice and assistance to supervisors concerning modification and improvement of organizational structure, functional alignment, operating methods and procedures, workflow, layout, equipment utilization, workload programming and scheduling, management techniques, and similar considerations.

(4) Directorate of Personnel. Furnish advice and assistance concerning position management. Ensure that all personnel actions are entered into the data base within five working days of receipt of SF-50's. Furnish CEPOD-RM-B, NLT ten working days after the cutoff date, the following:

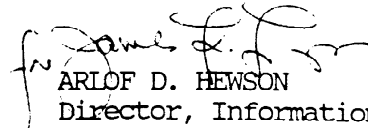
- (a) Copies of SF 50's (weekly).
- (b) Military Personnel Roster (monthly).
- (5) Equal Employment Opportunity Office

(a) Furnish advice and assistance to supervisors concerning equal employment opportunity policies and plans before selections are made.

(b) Review referral lists after selection has been made, and on an exception basis, refer appropriate off-island and/or GS-09 and above selections to the Chief of Staff, as required.

(6) U.S. Army Civilian Personnel Office, Hawaii. Responsibilities are outlined in paragraph 1-4b, CPOH Pamphlet 690-1, Supervisors Handbook of Civilian Personnel Management.

FOR THE COMMANDER:


ARLOF D. HEWSON
Director, Information Management

DISTRIBUTION: (List 90-1)
B, C

Cdr, Eighth U.S. Army Special Troops Command, ATTN: EAST-CP, APO SF 96301-0008
Cdr, 17th Area Support Group, ATTN: AJGH-PA-PO, APO SF 96343-0082
Cdr, 18th Combat Support Wing, ATTN: DPCS, APO SF 96239-5000
Cdr, 19th Support Command, ATTN: EANC-CFO, APO SF 96212-0171